

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Human Resource Aide P/T (Position #337-3)
LOCATION: Craven County Department of Social Services
HIRING RANGE: \$9.30/hr.
JOB TYPE: Part-time/Permanent/Non-Exempt
POSTING DATE: January 27, 2014
DATE AVAILABLE: Immediately
CLOSING DATE: February 5, 2014

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to assist, plan and provide activities and exercise to seniors at the Senior Center.

ESSENTIAL JOB FUNCTIONS

Assist in planning, provision and oversight of activities and exercise programs at the Craven County Senior Center. Assist in training of volunteers for the Center. Provides coverage and assistance to Meals on Wheels program and Congregate Nutrition. Collect and document basic data for various programs.

ADDITIONAL JOB FUNCTIONS

Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE

Preferred high school graduate or equivalent. Experience in caring for or working with the elderly. Must be able to demonstrate ability to interact well with the elderly population and the public. Ability to relate to seniors and disabled adults served; to follow written and verbal directions; to record basic data; report observations to supervisor; and perform required physical task of frequently lifting 20 pounds and occasionally 40 pounds. Physical demands are in excess of sedentary work and do include standing and walking. Must have own vehicle for use on the job, have a valid driver's license and a safe driving record.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Charlene Richards at 252-636-4940.

Craven County is an Equal Opportunity Affirmative Action Employer.

